



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Careers Education Information
Advice and Guidance Policy

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27/01/2026	Minor amendments include: <ul style="list-style-type: none">• Section 4: Career Leader is fully qualified, holding a level 6 career leaders' certificate• Section 5: Include link to DfE website & update in events section.	KDA

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1. Introduction

At Townsend, our vision 'Achievement For All, Respect For All' is underpinned by the concept of 'Love your neighbour' from the story of the Good Samaritan, Luke 10:25-37. We value everyone, and show love and respect for ourselves and others, setting high standards and supporting each other so that we can all flourish. The concept of 'love your neighbour' is taught in three strands:

1. Love your neighbour – treat others as you would wish to be treated yourself
2. Love yourself – self-care is important, look after yourself physically, mentally and spiritually
3. Love the journey – whether academic or personal, Townsend supports everyone's journeys to enable you to flourish individually and collectively

2. Rationale for Careers Education, Information, Advice and Guidance (CEIAG)

Townsend Church of England School believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The aim of Townsend Church of England's school career strategy is to help our young people choose a career that is right for each and every one. The programme of advice and guidance will be stable, structured and delivered by individuals with the right skills and experience.

We want:

- to enable pupils to make a major contribution to society by preparing students for the opportunities, responsibilities and experiences of life,
- to support and inspire young people to achieve their full potential and to raise aspirations
- to empower young people to plan and manage their own futures,
- to make available information that is a key determinant of career choice that includes comprehensive information on all options,
- to promote equality, diversity, social mobility and challenge stereotypes,
- to support young people to sustain employability and achieve personal and economic well-being throughout their lives.

The school's career strategy is modelled around the Gatsby Benchmarks set out by the Department for Education to provide a school framework. The school also continues to be supported by the Careers and Enterprise Company and is well served and advised in this respect by two Enterprise Employer Advisers, one of whom is an employee for the investment bank JP Morgan and the other who is an employee of Premier Foods, and the Careers and Enterprise Co-ordinator for St Albans & Dacorum.

3. Commitment & Vision Statement

Townsend Church of England School is committed to achieving excellence in this area of a young person's education and personal development. The framework of the school's career provision is provided by the eight Gatsby Benchmarks.

- We are committed to preparing our students to manage their future education and career path throughout adult life, through a planned programme of Careers Education Information Advice and Guidance (CEIAG) throughout their school time.
- We are committed to maximising the benefits for students by using a whole-school approach involving parents/carers, external Information and Guidance providers, employers and other local agencies.
- We are committed to recognising our statutory duties, set out in the Statutory Guidance 'Careers guidance and access for education and training providers' (Jan 2023), to secure

independent, impartial face-to-face careers guidance, for pupils in years 8 to 13. This includes information on the full range of education and training options, including apprenticeships and vocational pathways.

- We are committed to recognising the importance of providing young people with real-life contacts and experiences from the world of work.
- We are committed to ensuring that all students have equality of access to impartial career advice and guidance from external sources.

The Gatsby Benchmarks provide a similar framework to the Investors in Careers Quality Award. The key difference is that the Gatsby Benchmarks now form part of the statutory guidance from the Department for Education around careers provision. By addressing and implementing each specific Gatsby Benchmark, the school will be able to demonstrate it not only meets statutory requirements but that it is delivering a high-quality careers programme that is fit for purpose in today's world and that it meets the needs of all the young people here in school.

The eight Gatsby Charitable Foundation Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

The following requirements issued to schools by the Department for Education are part of the school's evolving Careers programme:

- There is an opportunity for a range of education and training providers to access all students in years 8 to year 13 for the purpose of informing them about approved and technical education qualifications or apprenticeships.
- There is a policy statement setting out arrangements for provider access The careers framework uses the Gatsby Benchmarks.
- Students are provided with seven encounters with employers from years 7-13. Some of which should include STEM (Science, technology, engineering, and mathematics) The careers programme is shared with parents/carers and young people.
- The school has a Careers Leader (Mrs Davey, Assistant Head Teacher, is the Lead for Careers at Townsend).

Our careers provision is included within the School Strategic Development Plan and in line with other areas of school improvement is regularly monitored and evaluated throughout the year. It is supported and shared with Governors as part of ongoing school improvement.

4. Leadership, implementation and evaluation of the Careers Programme

The Careers Leader at Townsend Church of England School is fully qualified, holding a level 6 career leaders' certificate and coordinates the Careers Education Information Advice and Guidance programme for the whole school, including holding responsibility for strategic planning, implementation and review. There is a link governor for Careers – Miss Anna Philpott. The Careers Lead meets regularly with the link governor.

The Careers Leader has a clear overview of the whole school's careers provision and a good understanding of the Gatsby Benchmarks. The role involves planning; implementing; quality assuring; managing the delivery of career guidance; networking with external partners, including employers and coordinating the contribution of career teachers, subject teachers and the SENCO.

Mrs Davey as the Careers Leader at Townsend may be contacted through admin@townsend.herts.sch.uk or telephone 01727853047.

Townsend Church of England School adopts a whole school approach to careers and all staff have a shared responsibility to support with delivery of the programme. Training is provided for staff in-house as well as externally. Additional training is offered to those who have expressed an interest or who have identified a particular need. The school also provides opportunities through briefing sessions, weekly school bulletins and twilight training for sharing good practice. The school are clear that ALL staff have responsibility for the implementation and delivery of the Careers Education, Information, Advice and Guidance programme and ALL staff have a valuable contribution to make.

The careers programme is monitored and evaluated by school leaders and this quality assurance is led by the Careers Leader. Evaluation including assessing the impact of the school's careers programme is ongoing. The following procedures and processes contribute to this:

- Student's voice,
- Input from Careers Ambassadors,
- Parent/Carer voice (collected at every Consultation evening),
- Governor's input,
- Evaluation of careers-focused events with feedback from external providers as well as students,
- Analysis of destination data from year 11 and year 13,
- Information provided by Services for Young People careers meetings,
- Review of software used to record,
- Annual evaluation of Services for Young People work,
- Use of Gatsby Benchmark Toolkit,
- Regular meetings with Enterprise Advisor and lead for careers,
- Liaison with the Work Experience Coordinator.

The Careers Leader is also part of a CEIAG network group of Careers teachers and leaders from schools in St Albans and Harpenden. This group meet regularly to review and share practice.

5. Curriculum provision

The school careers programme includes a wide variety of activities and interventions that are mapped against the eight Gatsby Benchmarks and the [DfE 'Careers guidance and access for education and training providers'](#). The school are also mindful of any recommendations provided by Ofsted with regards to the Framework for Inspection but also any case studies of good practice.

5.1. Careers Education lessons

Our Personal development lessons include a variety of aspects of careers education. Personal development education is during form times for up to 60 minutes a week and in year 7 all students have a dedicated lesson lasting 60 minutes each week. Careers education is incorporated into our Enrichment Days and students take part in various fund-raising activities throughout the year.

5.2. Information

Information on careers guidance, the local labour market and trends is given through assemblies, form tutors, the school bulletin, Parent Comms which is emailed out to parents on a weekly basis, outside speakers, school events and other school communications. We also share information through a dedicated resource area in the Discovery Centre and sixth form suite, the Careers page on our website, and social media. Student Careers Ambassadors support with events and sharing information.

5.3. Advice

Advice is given through one-to-one and small group work with the Services For Young People Hertfordshire Advisor, Head of 6th form, our Enterprise Employer Advisor and the Careers Leader. All teachers at Townsend Church of England also provide guidance and advice and share TS Careers Education Information Advice and Guidance Policy

life experiences to enhance children's understanding of the world of work. STEP (a Christian Church Youth group) and a wide range of guest speakers including alumni and local employers support the school's careers programme. Other sources of information and advice are through the National Careers Service and Regional University, links with universities and experience through applications for college places and Apprenticeships. Opportunities are readily available through our various media channels as well as various career software programmes accessed by students at different stages of schooling.

5.4. Events

We endeavour to inform our students and parents/carers about career-related events through our school calendar and other communications at home. When additional opportunities arise e.g. The NHS trip, we inform students and parents/carers through the careers page on our website, Parent Comms, and social media.

Opportunities available for careers education have included:

Year 7

Work shadowing, Enrichment Day, STEP, Unifrog software, Guest speakers, Services for Young People lunchtime drop-in, Learning and Achievement evening, Diversity Day, Parent Consultation Evening, Anti-bullying Week, Mental Health Awareness Day, Children In Need, Safer Internet Day, Creative and Performing Arts display, Geography field trip, Sports Day, school show, Celebration of Achievement.

Year 8

Options evening, Enrichment Day, Guest speakers, Unifrog Software, Diversity Day, Services for Young People lunchtime drop in, Parent Consultation evening, Anti-bullying week, Mental Health Awareness Day, Children in Need, Safer Internet Day, Creative and Performing Arts display, sports Day, school show, Celebration of Achievement.

Year 9

Enrichment Day - Science Museum trip, Guest speakers, NHS trip, Unifrog software, Diversity Day, Services for Young People lunchtime drop-in, Parents Consultation evening, STEP work, Anti-bullying week, Mental Health Awareness Day, Children in Need, Safer Internet Day, Creative and Performing Arts display, Sports Day, school show, Celebration of Achievement.

Year 10

Enrichment Day - Careers Carousel, Work Experience week, Interviews and Services for Young People lunchtime drop-in, Taster day at Oakland's College, Guest speaker, NHS trip, Unifrog software, Duke of Edinburgh bronze expedition, Diversity Day, Parents consultation evening, Anti-bullying week, Mental Health Awareness Day, Children in Need, Safer Internet Day, Creative and Performing Arts, Sports Day, school show, Celebration of Achievement, managing the School Shop.

Year 11

Enrichment Day - Revision and Exam preparation, NHS trip, Diversity Day, Study Support evening, National Apprenticeship Anti-bullying Week, Mental Health Awareness Day, Children in Need, Safer Internet Day, Creative and Performing Arts, Sports Day, School Show, Celebration of Achievement, Services for Young People Interviews and lunchtime drop-in, Parents Consultation evening and work with regard to CV and Personal Statement writing, sixth form Induction evening, Study support and CV assembly, Revision and Exam preparation day, Creative and Performing Arts display, NCS Presentation.

Years 12 and 13

Enrichment day - Mentoring, Parents Consultation evening, NHS trip, NCS presentation, Mentoring, CV writing and interview techniques, Mock interview morning, Duke of Edinburgh expedition, Parents induction evening, Diversity Day, National Apprenticeship Show, Services for Young People lunchtime drop in, Children in Need, Senior Citizen's Party,

Mental Health Awareness Day, Anti-bullying week, Revision and Exam preparation day, Creative and Performing Arts display, Learning to Live, UCAS trip, Herts SfYP support for risk of NEET, presentations from universities, colleges and guest speakers.